FUNCTIONAL TABLE OF ORGANIZATION
MIAMI-DADE HOUSING AGENCY
FISCAL YEAR 2005 - 2006

TOTAL POSITIONS	
04 - 05	05 - 06
774	699

OFFICE OF THE DIRECTOR

Administers housing programs, provides overall direction and coordination of federal, state and local housing programs for the purpose of assisting low & moderate-income families by providing low interest loans to rehabilitate homes, purchase new affordable housing or providing rental assistance to very-low and low-income families & the elderly. Provides assistance through the Public Housing Stock. Provides direction and management supervision to divisions and offices. Interacts with the County Manager's Office, County Commission and various other public and private entities to ensure attainment of the Department's goals and objectives. Provides administrative and operational support in the areas of Housing Operations, Private Rental Housing, Finance and Administration and Affordable Housing.

04 - 05	05 - 06
14	15

COMPLIANCE

Provides compliance functions, including program audits and management reviews, investigations of fraud and complaints, development of policies, procedures, and Admissions and Continued Occupancy Plan (ACOP), interpretation of federal regulations, development of agency management plans, oversight of Section 3, Fair Labor Standards, Fair Housing and ADA/.Section 504 and court ordered consent decree, program compliance of the capital fund program, hearing appeals, and quality assurance of federal SEMAP and PHAS requirements. Responsible for development of housing programs such as Section 8 Project-based program.

04 - 05	05 - 06
18	18

PRIVATE RENTAL HOUSING

Responsible for administering the Section 8 Housing programs including Certificates, Vouchers, SRO Moderate Rehabilitation, Tenant Based Rental Assistance (TRA), for the purpose of providing financial assistance through rent subsidies to families leasing units on the private rental housing market. Administers Multifamily Programs such as Section 8 New Construction, Substantial and Moderate Rehabilitation and specialized programs such as Veterans Assistance Supported Housing, Family Unification, Family Self-sufficiency, victims of domestic violence and activities such as Relocation Assistance. Administers Homeless Programs under Shelter Plus Care SRA and TRA. Responsible for Housing Quality Standards (HQS), field inspections of Section 8 units, and units under Homeless Programs. Monitors historic preservation rehabilitation which includes HQS inspections for the Housing Opportunities for persons with AIDS program for the City of Miami.

04- 05	05 - 06
129	108

DEVELOPMENT & LOAN ADMINISTRATION

Has managerial responsibilities for loan servicing. Responsible for Surtax Homeownership Assistance Loans by providing first and second mortgages to eligible families in purchasing a home. Works with private developers and Community Development Corporations who facilitate construction and development of affordable housing for homeownership and rental projects. Administers the construction, financing and single family rehab loan programs. Administers the acquisition and the rehabilitation of single family homes financed through HOME and provides low interest financing for home buyers through various federal and state funding sources. Responsible for the State Housing initiative Partnership (SHIP). Administers the contractor fraud, window-shutter and Bank Partnership Programs.

04 - 05	05 - 06
64	62

FINANCE & ADMINISTRATION

Provides financial and administrative support to the Agency. Ensures that Federal and County requirements are met. Has managerial responsibilities for all financial activities, including budgeting, accounting, procurement, employee relations, management information systems, contract administration and materials management.

04 - 05	05 - 06
76	61

NEW MARKETS AND APPLICANT LEASING CENTER

Accepts all applications for public housing, Section 8 (Waiting List) & Surtax Lottery. Interviews prospective residents, determines eligibility, assigns units, maintains a list of qualified applicants in control log, provides relocation services for the residents, and oversees the MOD relocation plans. Administers the Infill Housing Initiative Program, to revitalize neighborhoods by expanding homeownership opportunities in our community; encourage existing homeowners to rehabilitate their properties; and stimulate business and economic development through job creation.

04 - 05	05 - 06
56	43

PUBLIC HOUSING

Provides all property management and maintenance related services for assisted housing programs owned and operated by the Agency. These include occupancy, relocation, vacancy management, leasing, rent collection and evictions. Directs on site management, including recertification on a decentralized basis through regional and site field offices. Coordinates special projects for residents in cooperation with the Division of Resident Development. Responsible for federally mandated Quality Assurance monitoring of office and field operations for the Section 8 and Public Housing Programs. Empowers residents through coordinating delivery of Social Services with overall responsibility for the establishment, support and monitoring of individual tenant councils and the Overall Tenants Advisory manages the tenant grievance and appeals programs. Coordinates the Family Self-sufficiency Program.

04 - 05	05 - 06
381	359

HOUSING DEVELOPMENT

Identifies and manages new housing development projects, mixed use developments, acquisition and disposition activities for County-owned properties, prepares highest and best use analysis of real estate properties and carries out the overall development of quality housing, including those HOPE VI Housing and Assisted Living Facilities Developments, Infill Initiatives and others. Provides architectural/engineering design and consulting needs, and professional construction contract administration for the Agency. Provides oversight of construction & rehabilitation field work including bid review, contract compliance and inspections of Single Family Rehabilitation efforts under Surtax, HOME, Construction Fraud and other federal and state programs.

04 - 05	05 - 06
36	33

fl005s01

MIAMI-DADE HOUSING AGENCY
FISCAL YEAR 2005 - 2006

fl005s01

OFFICE OF THE DIRECTOR

04-05	OFFICE OF THE DIRECTOR	CODE NO.	05-06
1	Administrative Officer 2	000811	1
1	Director - MDHA	003599	1
1	Executive Assistant to Director MDHA	003595	1
1	MDHA ADA Coordinator	003445	1
1	Office Support Specialist 2	000021	2
1	Office Support Specialist 3	000022	1
1	Senior Executive Secretary	000096	1
1	Web Graphic Technician	001813	1
1	Word Processor Operator 1	000051	1
0	VCA Coordinator/ Special Projects Administrator 1	000831	1
9			11

NEW MARKETS & ALC

04-05	NEW MARKETS & ALC	CODE NO.	05-06
1	Director, ALC and New Markets	003572	1
1			1

DEPUTY DIRECTOR'S OFFICE

04-05	DEPUTY DIRECTOR'S OFFICE	05-06

See Annex A

COMPLIANCE

04-05	COMPLIANCE	CODE NO.	05-06
1	Director MDHA Quality Assurance & Compliance	003579	1
1			1

HOUSING DEVELOPMENT DIVISION

04-05	HOUSING DEVELOPMENT DIVISION	CODE NO.	05-06
1	Director - MDHA Housing Development	003578	1
1	Executive Secretary	000095	1
1	MDHA Mixed Use Development Manager	003478	1
3			3

Applicant and Leasing Center

04-05	Applicant and Leasing Center	CODE NO.	05-06
1	Administrative Officer 1	000811	0
1	Administrative Officer 2	000812	0
1	Administrative Secretary	000094	1
1	Clerk 1	000010	0
4	Clerk 2	000011	2
5	Data Entry Specialist 1	000015	5
3	Data Entry Specialist 2	000016	3
14	Eligibility Interviewer	003001	11
1	MDHA Applicant Leasing Center Manager	003551	1
3	MDHA Tenant Selection Supervisor 1	003426	2
3	MDHA Tenant Selection Supervisor 2	003427	1
2	MDHA Tenant Selection Supervisor 3	003428	2
3	Office Support Specialist 2	000021	3
0	Telephone Console Operator 1	000084	3
3	Word Processing Operator 2	000052	1
45			35

Compliance

04-05	Compliance	CODE NO.	05-06
1	Administrative Officer 1	000810	1
3	Administrative Officer 2	000811	1
4	Administrative Officer 3	000812	3
1	Clerk 2	000011	1
1	Contracts Compliance Specialist 2	000877	1
1	Data Control Supervisor 1	001637	1
1	Executive Secretary	000095	1
1	MDHA Investigator	003569	2
1	Secretary	000031	1
1	Special Projects Administrator 1	000831	1
2	Special Projects Administrator 2	000832	2
0	MDHA Tenant Selection Supervisor 2	003427	1
0	Word Processing Operator 1	000051	1
17			17

Housing Development

04-05	Housing Development	CODE NO.	05-06
1	Administrative Officer 3	000812	1
1	Administrative Secretary	000094	1
1	Assistant Director MDHA Housing Dev.	003574	1
1	Assistant Director MDHA Planning & Development	003571	1
1	Business Development Specialist 2	003677	1
2	Construction Manager 2	006611	2
1	Construction Manager 3	006612	0
1	Director Human Services	003270	1
1	MDHA Compliance Officer	003473	1
1	Office Support Specialist 2	000021	1
1	Real Estate Officer	003556	1
12			11

New Markets

04-05	New Markets	CODE NO.	05-06
1	Administrative Secretary	000094	1
1	Assistant Director		0
1	Construction Manager 1	006610	0
1	Executive Secretary	000095	1
1	Housing Inspector 1	002155	1
1	MDHA Finance Advisor	003545	1
1	MDHA Urban Land Development Manager	003479	1
1	Office Support Specialist 2	000021	0
1	Real Estate Officer	003556	1
1	Special Projects Administrator 1	000831	1
10			7

Development /Planning and Design

04-05	Development /Planning and Design	CODE NO.	05-06
1	Administrative Officer 3	000812	1
1	Administrative Secretary	000094	1
1	Architect 2	001033	1
1	Architect 3	001034	1
6	Construction Manager 2	006611	6
3	Construction Manager 3	006612	3
1	Data Entry Specialist 1	000015	1
1	MDHA Facility Renovation Coordinator	003538	1
1	Office Support Specialist 3	000022	1
1	Plasterer	006525	0
3	Rehab. Construction Specialist	003541	3
1	MDHA Structural Maintenance Technician	003508	0
21			19

SUMMARY STAFFING CHART 1

04-05	SUMMARY STAFFING CHART 1	05-06
9	Office of the Director	11
	Deputy Director - See Annex A	
56	New Markets and Applicant Leasing Ctr.	43
18	Compliance	18
36	Housing Development	33
119	**Sub-Total Summary Chart 1**	105
655	**Annex A - Sub-Total**	585
774	**MDHA GRAND TOTAL**	690

MIAMI-DADE HOUSING AGENCY
FISCAL YEAR 2005 - 2006

04-05	OFFICE OF DEPUTY DIRECTOR	CODE NO	05-06
1	Administrative Officer 3	000812	1
1	Assistant to Deputy Director, MDHA	003594	0
1	Deputy Director MDHA	003597	1
1	Executive Secretary	000095	1
1	Information Representative	002305	1
5			4

04-05	FINANCE & ADMINISTRATION	CODE NO.	05-06
1	Director of MDHA Finance & Adm.	003593	1
1	Executive Secretary	000095	1
2			2

04-05	Finance & Administration	CODE NO.	05-06
1	Administrative Secretary	000094	1
1	Assistant Director of MDHA Fin.& Adm.	003592	1
2			2

04-05	Accounting Unit	CODE NO.	05-06
9	Account Clerk	000310	7
11	Accountant 1	000315	10
6	Accountant 2	000316	6
1	Accountant 3	000317	1
1	Administrative Secretary	000094	1
3	Clerk 2	000011	1
2	Clerk 4	000013	2
1	Controller, MDHA	003590	1
1	Word Processing Operator 2	000052	1
35			30

04-05	Administrative Support Services	CODE NO.	05-06
1	Administrative Officer 3	000812	0
1	Administrative Secretary	000094	1
1	Chief MDHA Admin. Support Services	003591	1
1	Clerk 3	000012	1
1	Data Entry Specialist 2	000016	1
2	Driver Messenger	006202	0
1	Manager MDHA Training & Development	003570	1
3	Office Support Specialist 2	000021	2
3	Personnel Specialist 2	000412	3
1	Personnel Specialist 3	000414	1
1	Personnel Technician	000402	2
1	Safety Specialist 2	001965	1
1	Training Specialist 2	000420	1
19			15

04-05	Purchasing & Contract	CODE NO.	05-06
4	MDHA Purchasing Specialist	003546	3
1	Secretary	000031	0
1	Special Projects Administrator 1	000831	1
6			4

04-05	Hearing/ Building Mgmt. Office	CODE NO.	05-06
1	Administrative Officer 3	000812	0
1	Driver Messenger	006202	2
1	Word Processing Operator 1	000051	0
3			2

04-05	Budget Unit	CODE NO.	05-06
1	Administrative Officer 1	000810	0
1	Administrative Officer 3	000812	1
1	Special Project Administrator 1	000831	1
3			2

04-05	Management Information System	CODE NO.	05-06
1	Computer Service Manager	001847	1
1	Computer Technician 1	001826	0
1	Computer Technician 2	001827	1
1	Senior Systems Analyst/Programmer	001845	1
2	Systems Analyst/Programmer 1	001843	2
6			5

04-05	PUBLIC HOUSING OPERATIONS	CODE NO.	05-06
1	Administrative Secretary	000094	0
1	Director, MDHA Public Housing Operations	003582	1
1	Executive Secretary	000095	1
3			2

04-05	Public Housing Operations	CODE NO.	05-06
1	Administrative Officer 1	000810	0
3	Administrative Officer 2	000811	3
4	Administrative Officer 3	000812	3
1	Asst Director MDHA Public Housing Oper.	003581	1
3	Automotive Equipment Operator 2	006206	3
1	Chief Housing Inspector	003472	1
3	Clerk 4	000013	1
1	Data Entry Specialist 2	000016	1
2	Housing Inspector 1	002155	2
3	MDHA Maintenance Specialist	003510	3
1	Maintenance Repairer 1	006501	0
1	Recreation Leader	007301	1
1	Rehabilitation Construction Specialist	003541	1
2	Social Worker 2	003007	1
1	Social Worker Aide	003002	1
1	Storekeeper 1	000220	1
29			23

04-05	Regional Office	05-06
	Region 1	
147		126

04-05	Regional Office	05-06
	Region 2	
138		116

04-05	Regional Office	05-06
	Region 3	
64		83

See Annex B

04-05	Summary Annex A - Sub-Total by Division	05-06
5	Deputy Director's Office	4
76	Finance & Administration	62
381	Public Housing	350
129	Private Rental Housing	107
64	Dev. & Loan Administration	62
655	**Sub-Total**	585

04-05	PRIVATE RENTAL HOUSING (Director's Office)	CODE NO.	05-06
1	Administrative Secretary	000094	1
1	Director, MDHA Private Rental Housing	003584	1
1	Executive Secretary	000095	1
3			3

04-05	Private Rental Housing (Director's Office)	CODE NO.	05-06
2	Administrative Officer 3	000812	2
1	Assistant to MDHA Director Private Rental Housing	003583	1
0	Clerk 1	000010	1
0	Clerk 4	000013	1
0	Housing Inspector 2	002156	1
1	MDHA Compliance Specialist	003542	0
1	MDHA Tenant Selection Supervisor 2	003427	0
1	Office Support Specialist 2	000021	0
1	Secretary	000031	0
1	Special Projects Administrator 1	000831	2
1	Word Processing Operator 2	000052	1
9			9

04-05	Section 8 Oper.- Customer Svs.and Records Ctr. / Adm. Tech. Support/ Tenant Selection Office	CODE NO.	05-06
2	Administrative Officer 3	000812	1
0	Assistant Director Private Rental Housing (Operations)	003583	1
4	Clerk 1	000010	3
8	Clerk 2	000011	7
2	Clerk 3	000012	1
2	Clerk 4	000013	0
3	Data Entry Specialist 2	000016	0
1	MDHA Compliance Specialist	003542	0
34	MDHA Section 8 Leasing & Contracts Specialist	003442	33
6	MDHA Section 8 Leasing & Contracts Supervisor	003443	3
5	MDHA Tenant Selection Supervisor 1	003426	4
1	MDHA Tenant Selection Supervisor 3	003428	1
1	Office Support Specialist 1	000020	1
2	Office Support Specialist 2	000021	3
1	Secretary	000031	2
1	Telephone Console Operator 1	000084	0
73			60

04-05	Multi-family Rehab. Special Progr./MOD Rehab. & App. Real Estate/ Subs. Rehab. / New.Constr.	CODE NO. 05-06	
1	Administrative Officer 2	000811	1
2	Administrator Officer 3	000812	1
0	Clerk 4	000013	1
4	MDHA Contract Compliance Specialist	003542	2
4	MDHA Field Officer	003438	3
1	MDHA Section 8 Leasing & Contracts Specialist	003442	1
2	MDHA Real Estate Appraisal & Reloc. Specialist	003435	0
1	Office Support Specialist 1	000020	0
1	Office Support Specialist 2	000021	2
2	Secretary	000031	1
1	Special Projects Administrator 1	000831	1
16			10

04-05	Inspections Division	CODE NO.	05-06
3	Clerk 2	000011	3
1	Data Entry Specialist 2	000016	2
16	Housing Inspector 1	002155	15
4	Housing Inspector 2	002156	2
1	Office Support Specialist 2	000021	1
1	Secretary	000031	1
1	Special Projects Administrator 1	000831	0
1	Word Processing Operator 3	000053	1
28			25

04-05	DEVELOPMENT & LOAN ADMINISTRATION	CODE NO.	05-06
1	Assistant Director MDHA Mortgage Dev. Services	003576	1
1	Director, MDHA Development & Loan Adm.	003578	1
1	Executive Secretary	000095	1
1	Special Projects Administrator 1	000831	1
4			4

04-05	Development and Loan Administration	CODE NO.	05-06
1	Administrative Officer 1	000810	0
1	Administrative Officer 2	000811	1
2	Administrative Secretary	000094	2
1	Assistant Director MDHA Dev. & Loan Adm.	003577	1
4	Clerk 2	000011	4
3	Construction Loan Officer	003448	3
1	Construction Manager 1	006610	1
1	Construction Manager 2	006611	1
2	Contract Officer	003820	2
1	Housing Inspector 1	002155	1
1	MDHA Field Officer	003438	1
15	MDHA Finance Advisor	003545	14
1	MDHA Compliance Manager	003543	1
7	Office Support Specialist 2	000021	7
1	Principal Planner	002009	1
1	Rehab. Construction Specialist	003541	1
2	Residential Mortgage Specialist	003466	2
2	Telephone Console Operator 1	000051	2
1	Word Processing Operator 2	000052	1
49			47

04-05	Administration and Loan Services	CODE NO.	05-06
1	Eligibility Interviewer	003001	1
1	MDHA Finance Supervisor	003549	1
1	MDHA Mortgage Service Analyst	003464	1
2	MDHA Mortgage Service Processor	003460	2
6	MDHA Mortgage Services Representative	003462	6
11			11

STAFFING CHART - ANNEX B
MIAMI-DADE HOUSING AGENCY
FISCAL YEAR 2005 - 2006

REGION 1	CODE NO.	REGION 1 05-06	REGION 2 05-06	REGION 3 05-06	TOTAL 05-06
Administrative Officer 3	000812	1	1	1	3
Administrative Secretary	000094	1	1	1	3
Carpenter	006508	5	6	4	15
Clerk 2	000011	6	0	4	10
Custodial Worker 1	006004	2	3	2	7
Custodial Worker 2	006005	0	1	0	1
Electrician	006510	2	2	1	5
Eligibility Interviewer	003001	1	0	0	1
Housing Management Maintenance Coordinator	003505	1	1	1	3
Maintenance Repairer	006501	20	26	16	62
MDHA Structural Maintenance Technician	003508	21	15	0	36
MDHA Maintenance Specialist	003510	10	9	21	40
MDHA Regional Manager	003537	1	1	1	3
MDHA Site Manager	003532	9	12	7	28
MDHA Supply Specialist	003507	1	1	1	3
Office Support Specialist 3	000022	18	13	11	42
Painter	006516	4	1	0	5
Plasterer	006525	9	4	7	20
Plumber	006527	4	2	2	8
Public Housing Maintenance Supervisor	006467	2	3	2	7
Refrigeration A/C Mechanic	006532	3	3	1	7
Semi-Skilled Laborer	006035	5	11	0	16
		126	**116**	**83**	**325**